UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250 **Notice PS-321**

For: State and County Offices

Supplemental Small Hog Operation Payment Program (SHOP-II)

No mathew

Approved by: Deputy Administrator, Farm Programs

1 Overview

A

Background

The 1999 Emergency Supplemental Appropriations Act (Pub. L. 106-31) provides an additional \$145 million for **SHOP-II**.

County Release No. 413-S provides APSS software for processing **SHOP-II** payments.

B Purpose

Important: SHOP-II payments shall not be processed until authorized by a pending LD notice.

This notice provides instructions for:

- printing:
 - stored SHOP-I payment data
 - pre-payment summary reports for SHOP-II payments, for SHOP-I recipients only
- each SHOP-I payment recipient:
 - issuing a SHOP-II payment in the same batch process used for SHOP-I payments

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Disposal Date	Distribution
December 1, 1999	State Offices; State Offices relay to County Offices

1 Overview (Continued)

B Purpose (Continued)

- printing:
 - SHOP-II Payment Statements for those batch payments
 - "stored" Payment Statements (SHOP-I and SHOP-II)
- for "new" SHOP-II applicants:
 - entering SHOP-II application data
 - issuing the **SHOP-II** payment, where both transactions occur in 1 real time function
 - printing:
 - SHOP-II Payment Statements for those "new" applicants
 - "stored" new SHOP-II Payment Statements.

2 SHOP-II Program Basic Automation Information

A Electronic Application Form for "New" SHOP-II Applicants

For "new" SHOP-II applicants, FSA-1042 is available to the general public electronically from the PSD web site at http://www.fsa.usda.gov/dafp/psd/.

From the Home Page, select "Commodity Loan and LDP Forms" to access FSA-1042. FSA-1042 may also be accessed at http://www.fsa.usda.gov/dafp/psd/shop_II/shop_II.htm.

See paragraph 7 for processing **SHOP-II** for "new" applicants.

B Basic SHOP-II Program Information

SHOP-II program year is "99", and payments:

- involve these 2 categories of hogs and payment rates:
 - feeder pigs at \$3.60 per head
 - slaughter hogs at \$10 per head
- are limited to hog operations that are produced in the U.S. and sold, between July 1, 1998, and December 31, 1998, less than 2,500 head of hogs

Continued on the next page

2 SHOP-II Program Basic Automation Information (Continued)

B Basic SHOP-II Program Information (Continued)

- involve the entire **\$145 million** allocation by making payments, collectively, in these 2 phases:
 - a SHOP-II payment to each SHOP-I payment recipient
 - SHOP-II payments to "new" SHOP-II applicants
- involve a maximum payment amount, per application, either as a SHOP-I payment plus a SHOP-II payment, or as a "new" SHOP-II payment, of \$5,000
- are **not** subject to assignment or setoff, and **shall not** be reduced to pay an established claim or receivable
- can involve refused payments, during either of the following:
 - SHOP-II batch payment processing
 - "new" SHOP-II payment processing.

C Important Information About Outstanding SHOP-I Receivables

For producers who have outstanding **SHOP-I** receivables, County Offices **must** flag those producers for refused **SHOP-II** payment, according to paragraph 5, **before** taking the option to process **SHOP-II** batch payments according to paragraph 6.

Installing County Release No. 413-S will cut-off ability to perform **SHOP-I** payment cancellations.

A future software release will provide for processing any refused **SHOP-II** payments that occur according to this paragraph.

3 SHOP-II Payment Rate Table

A SHOP-II Payment Table

County Release No. 413-S provides for these payment rates:

- \$3.60 per head for feeder pigs
- \$10 per head for slaughter hogs.

4 Processing SHOP-II

A Accessing Menu PHA000

County Offices shall take the following actions to access Menu PHA000.

Step	Action	Result
1	 On Application Selection Menu FAX07001: ENTER "13", "Price Support" PRESS "Enter". 	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: • ENTER "10", "Perform Special Functions" • PRESS "Enter".	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	 On Menu PCA000: ENTER "1", "Perform Small Hog Operation Payment Processing Functions" PRESS "Enter". 	SHOP Processing Menu PHA000 will be displayed.

Continued on the next page

4 Processing SHOP-II (Continued)

B SHOP Processing Menu PHA000

This is an example of Menu PHA000 for **SHOP-II** processing.

COMMAND PHA000 SMALL HOG OPERATION PAYMENT - PROCESSING MENU

- 1. Entering SHOP-II Application Data and Issuing Payment (New SHOP-II's Only)
- *2. Reserved
- 3. Issuing SHOP-II Batch Payments (SHOP-I Payment Recipients Only)
- *4. Canceling SHOP-II Payables
- *5. Recording SHOP-II Overpayments/Underpayments
- *6. Reserved
- 7. Print Stored SHOP Payment Data
- *8. Issue Canceled/Failed SHOP-II Payments
- 9. Flag Refused Payments (SHOP-II Batch Payments Only)
- 21. Return To Application Selection Menu
- 22. Return to Office Selection Menu
- 23. Return to Primary Selection Menu
- 24. Sign Off

Enter option and press the "Enter" key Cmd3=Previous Menu

County Release No. 413-S activates option:

- "1" for processing "new" SHOP-II's, see paragraph 7
- "3" for issuing **SHOP-II** batch payments, see paragraph **6**
- "7" for printing "stored" SHOP data, see paragraph 8
- "9" for flagging refused **SHOP-II** batch payments, see paragraph 5.

A future software release will activate option:

- "4" for canceling **SHOP-II** payables
- "5" for recording **SHOP-II** overpayments and underpayments
- "8" for issuing canceled or failed **SHOP-II** payments.

5 Flagging Individuals for Refused Payment for the Batch Payment Process

A Flagging Refused Payments in the Batch Mode

Refused payments **must** be flagged according to this paragraph **before** issuing batch payments according paragraph 6.

To flag refused payments, ENTER "9", "Flag Refused Payments", on Menu PHA000 and PRESS "Enter". The following sequence will occur:

- self-explanatory Screens PHA11000, PHA11005, and PHA11010 will be displayed, in that order, and allow the user to identify the SHOP-I number and the contact producer for which a refused payment is to be flagged
- Screen PHA90000 will be displayed and:
 - list all producers on the selected SHOP-I application with the refused payment flag defaulted to "N"
 - ENTER "Y" after name of producers for refused payments
- after entries are completed on Screen PHA90000, PRESS "Enter".
 - Flagged payments will be refused when payments are processed.
 - Menu PHA000 will be redisplayed.

B Flagging Refund Payments for "New" SHOP-II Applicants

Flag "**new**" SHOP-II applicants for refused payment according to instructions in subparagraph 7 E.

6 Processing SHOP-II Batch Payments

A Accessing Screen PHA50500 for SHOP-II Batch Payments Processing

See Notice PS-302 for information about the original **SHOP-I** payments process.

To process **SHOP-II** batch payments for **SHOP-I** payment recipients, ENTER "3" on Menu PHA000 and PRESS "Enter". Screen PHA50500 will be displayed and allow for:

- printing SHOP-II Pre-Payment Summary Report; see Exhibit 1
- issuing **SHOP-II** payments in batches according to this paragraph.

Continued on the next page

6 Processing SHOP-II Batch Payments (Continued)

A
Accessing Screen
PHA50500 for
SHOP-II Batch
Payments
Processing
(Continued)

This is an example of Screen PHA50500.

PAYMENTS SMALL HOG OPERATION P.	077-MARTINDALE AYMENT	PHA5 Version: AA52 09-09-99 14:06 Term	
Do you wish to print SHOP-II Pro			
Press "Enter" To Continue	Cmd7=End of Job	(14)	

When the answer to, "Do you wish to print **SHOP-II** Pre-Payment Summary Report?" is:

- "Y", PRESS "Enter" to print the report shown in **Exhibit 1**
- "N", PRESS "Enter" to display the second question shown on this screen.

When the answer to, "Do you wish to issue **SHOP-II** payments as a batch process?" is:

- "Y", PRESS "Enter" to issue batch payments
- "N", PRESS "Enter" to redisplay Menu PHA000.

B SHOP-II Batch Payment Sequence

According to selections made according to subparagraph A, SHOP-II:

- Pre-Payment Statements:
 - allow for reviewing calculations **before** batch payments are issued
 - list all payments on 1 document; see Exhibit 1
- payments and Payment Statements process automatically, as applicable:
 - as CCC-184's
 - as EFT's
 - as any combination of CCC-184's and EFT's
 - except when producers are flagged for refused payment.

Continued on the next page

6 Processing SHOP-II Batch Payments (Continued)

C Formula for SHOP-II Batch Payments

For **SHOP-I** payment recipients, each **SHOP-II** payment in the batch is system-calculated according to these steps.

Step	Action
1	The rates in paragraph 3 are used to recalculate the SHOP-I payment using the same number of hogs as in SHOP-I application.
2	The step 1 result is limited to \$5,000.
3	Subtract the amount of the SHOP-I payment from the step 2 result.
4	As applicable, the step 3 result is allocated to the shares.

D Processing SHOP-II Pre-Payment Summary Reports

To print the **SHOP-II** Pre-Payment Summary Report, follow the instructions according to subparagraph A.

On Screen PHA97000:

- enter the printer ID to be used
- enter the number of copies to be printed
- PRESS "Enter", and informational Screen PHE00005 will be displayed as follows.

077-MARTINDALE PHE00005
SMALL HOG OPERATION PAYMENT SCREEN Version: AB55 09-09-99 14:10 Term C5

PY 99

SMALL HOG OPERATION PAYMENT
Printing SHOP-II Pre-Payment Summary report.

Continued on the next page

6 Processing SHOP-II Batch Payments (Continued)

E SHOP-II Batch Payments and Payment Statements

When users select to issue **SHOP-II** batch payments according to subparagraph A, the following sequence occurs:

- informational Screen PHE00005 will be displayed with the message, "payments are processing"
- Screen PHA97000 will be displayed and allow the user to enter:
 - printer ID to be used to print SHOP-II Payment Statements
 - number of copies of each Payment Statement to print.

After entries on Screen PHA97000 are completed, PRESS "Enter". Screen PCE99910 will be displayed as follows.

077-MARTINDALE PCE99910 SMALL HOG OPERATION PAYMENT SCREEN Version: AB55 08-09-99 14:10 Term C5

SMALL HOG OPERATION PAYMENTS (SHOP)

SHOP-II PAYMENT STATEMENT should now be printing on P. .

Do you want to reprint this form? (Y or N)..

Press "Enter" To Continue

The **SHOP-II** batch payment process, as applicable, will:

- issue 1 payment to the applicable operation ID number
- issue 1 payment to each "multiple producer" ID number
- print 1 SHOP-II Payment Statement for each operation; see Exhibit 2.

When the batch payment process is completed, Menu PHA000 will be displayed.

7 Processing "New" SHOP-II Applications and Payments in One Function

A "New" SHOP-II Producer Data

To enter "new" **SHOP-II** application data, select option "1", "Entering SHOP-II Application Data and Issuing Payment", on Menu PHA000 and PRESS "Enter". Screen PHA11000 will be displayed and allow for identifying the **contact** producer for whom the "**new**" **SHOP-II** data will be entered.

This is an example of Screen PHA11000 used for entering basic **contact** producer information.

077-MART SMALL HOG OPERATION F		PHA11000 Version: AA52 09-09-99 14:06 Term C5
Enter Contact Producer's Las Contact Producer's ID (Nume Program Year 99	ric)	or and (Optional) Type (S, I, E or T) (N)ew
Press "Enter" To Continue	Cmd3=Previous Menu	Cmd7=End of Job

Screen PHA11000:

- system-displays the program year "99", which cannot be changed
- requires an "N" or "New" entered in the "SHOP-II Number" field
- system-assigns the **SHOP-II** number, beginning with **the next number** after the last **SHOP-I** number for the applicable County Office.

When entries are completed on Screen PHA11000, PRESS "Enter". Screen PHA11010 will be displayed.

Continued on the next page

7 Processing "New" SHOP-II Applications and Payments in One Function (Continued)

B
"New" SHOP-II
Producer
Verification

This is an example of Screen PHA11010 that system-displays **contact** producer information for verification.

077-MARTINDALE PHA11010 SMALL HOG OPERATION PAYMENT Version: AA52 09-09-99 14:06 Term C5 Producer's ID 222 22 2222 S Contact Producer's Last Name BOAR Program Year 99 SHOP-II Number Contact Producer's Name (First Middle Last Suffix) WILLIAM BOAR Producer's Address **RR 1 BOX 74** PHILLIP, MS 38950-9603 Is this the correct producer? (Y or N).. Press "Enter" To Continue Cmd3=Previous Menu Cmd7=End of Job

After verification of producer information, PRESS "Enter". Screen PHA10000 will be displayed.

Continued on the next page

7 Processing "New" SHOP-II Applications and Payments in One Function (Continued)

C "New" SHOP-II Screen PHA10000

This is an example of Screen PHA10000 that displays:

- SHOP payment year
- the question, "Does this SHOP-II Application have multiple producers?"

SIGN-UP 077-MARTINDAL SMALL HOG OPERATION PAYMENT	E PHA10000 Version: AA52 09-09-99 14:06 Term C5
WILLIAM BOAR	PY99 SHOP-II # NEW
Small Hog Operation Payment (SHOP-II) Pro	ocess for payment year: 1999
Does this SHOP-II Application have multip	ole producers? (Y or N)
Press "Enter" To Continue Cmd7=End of J	ob

IF the entry is	THEN PRESS "Enter" to display	AND go to
"N"	Screen PHA15000	subparagraph F .
"Y"	Screen PHA12000	subparagraph D .

Continued on the next page

7 Processing "New" SHOP-II Applications and Payments in One Function (Continued)

D
"New" SHOP-II
Multiple
Producers

This is an example of Screen PHA12000 for recording **SHOP-II** multiple producers.

SIGN-UP 077-MARTINDALE SMALL HOG OPERATION PAYMENT	Version:	AA52 09-09-9	PHA120 9 14:06 Term	00 C5
WILLIAM BOAR	PY 99	SHOP-II #	1	
Enter the Last Name or ID Number for the producer who wi proceeds of this SHOP-II .	ll share in	the		
Last Name				
ID Number (Numeric)				
Are there additional producers? $(Y \text{ or } N)$				
Press "Enter" To Continue Cmd3=Previous Screen	Cmd7=En	d of Job		

After all multiple producer entries have been recorded on Screen PHA12000, PRESS "Enter". Screen PHA12500 will be displayed.

Continued on the next page

7 Processing "New" SHOP-II Applications and Payments in One Function (Continued)

E
"New" SHOP-II
Multiple
Producer Shares
and Flagging
Producers for
Refused Payment

This is an example of Screen PHA12500 for recording **SHOP-II** multiple producer shares and flagging producers for refused payment.

SIGN-UP SMALL HOG OPERA	PHA12500 Version: AA52 09-09-99 14:06 Term C							
WILLIAM BOAR			PY 99	SHOP-II	#	1		
-	share in this SHOP-II as a weent to be allocated: 100	hole per	centage.					
NAME	PERCENTAGE (%)	REFU	JSED PY	MT				
WILLIAM BOAR	45	N						
BILLY GRIFFIN	55	N						
Press "Enter" To Conti	nue Cmd3=Previous Scr	een	Cmd7=Er	nd of Job				

Screen PHA12500:

- requires shares to be entered as a whole percentage and total 100 percent
- allows for flagging a producer on this payment for refused payment by changing the default "N" flag to "Y".

After entries are completed, PRESS "Enter". Screen PHA15000 will be displayed.

Continued on the next page

7 Processing "New" SHOP-II Applications and Payments in One Function (Continued)

"New" SHOP-II Hogs Marketed

This is an example of Screen PHA15000 that allows for entering the number of **SHOP-II** hogs marketed between July 1, 1998, and December 31, 1998.

SIGN-UP 077-MARTINDALE SMALL HOG OPERATION PAYMENT	PHA15000 Version: AA52 09-09-99 14:06 Term C5
WILLIAM BOAR	PY99 SHOP-II # 1
Enter Name of Hog Operation from FSA-1042: BILLY G	'S OINK OINK FARM
Enter number of hogs for this SHOP-II :	
Feeder Pigs	
Total Hogs Marketed 2,500	
Press "Enter" To Continue Cmd3=Previous Screen G Hogs marketed 07/01/98 thru 12/31/98 cannot exceed 249	

Screen PHA15000 requires entry of the:

- name of hog operation
- number of hogs by category.

On Screen PHA15000, when hog numbers:

- have been entered, PRESS "Enter" to system total the hogs marketed and display the result
- marketed exceed 2,499, the system will display the message, "Hogs marketed 07/01/98 thru 12/31/98 cannot exceed 2499. Producer ineligible."

When the result total is less than 2,499, PRESS "Enter". Screen PHA15005 will be displayed.

Continued on the next page

7 Processing "New" SHOP-II Applications and Payments in One Function (Continued)

G
"New" SHOP-II
Payment
Summary Screen
PHA15005

This is an example of Screen PHA15005 that displays the **SHOP-II** payment summary data.

SIGN-UP SMALL HOG OPERA	Vers	Version: AA52 09-09-99 14:00					5005 C5		
WILLIAM BOAR			PY9	9	SHOP-II	#	1		
	SHC	P-II Payment	Summary						
]	Number of Hea	d Paymer	nt Rate	Pa	yment Amou	ınt			
Feeder Pigs	1,111	3.60	3,999.60						
Slaughter Hogs	1,115	10.00	11,150.00						
TOTAL	2,226		15,149.60						
Payment Limite	d To		5,000.00						
Press "Enter" to issuand print the SHOP-									
Press "Enter" To Con	tinue Cmd3	=Previous Scre	en Cmd7	=Er	nd of Job				

Screen PHA15005 system-displays the following:

- number of head, by category, as entered on Screen PHA15000
- system-calculated total number of head
- applicable payment rates in the "Payment Rate" fields; see paragraph 3
- payment amounts in the "Payment Amount" fields
- total payment amount in the "Total Payment Amount" field
- when applicable, the:
 - payment limited to \$5,000
 - message, "Payment Limited To \$5,000.00"
- the message, "Press "Enter" to issue this SHOP-II payment and print the SHOP-II Payment Statement."

On Screen PHA15005, PRESS "Enter" to continue processing according to subparagraph H.

Continued on the next page

7 Processing "New" SHOP-II Applications and Payments in One Function (Continued)

H
"New" SHOP-II
Payments and
Payment
Statements

To continue processing according to subparagraph G, PRESS "Enter" on Screen PHA15005. Processing will continue in this order:

- informational Screen PHE21000 will be displayed with the message, "processing SHOP-II payment"
- Screen PHA97000 will be displayed and allow for entering:
 - printer ID to be used to print **SHOP-II** Payment Statement
 - number of copies of each Payment Statement to print.

After entries are completed on Screen PHA97000, PRESS "Enter". Screen PCE99910 will be displayed as follows.

077-MARTINDALE PCE99910 SMALL Payment Statement Version: AB55 09-09-99 14:10 Term C5

SMALL HOG OPERATION PAYMENTS (SHOP)

SHOP-II PAYMENT STATEMENT should now be printing on P. .

Do you want to reprint this form? (Y or N)..

Press "Enter" To Continue

The "new" **SHOP-II** payment process, as applicable, will:

- issue 1 payment to the applicable operation ID number
- issue 1 payment to each "multiple producer" ID number
- print 1 SHOP-II Payment Statement for each payment; see Exhibit 3.

When the payment process is completed, Menu PHA000 will be redisplayed.

8 Printing Stored SHOP Payment Statements

A

Stored Payment Statements

At any time **after SHOP-I** or **SHOP-II** payments have been issued, County Offices can print stored SHOP Payment Statements.

To print stored SHOP Payment Statements, ENTER "7", "Print Stored SHOP Payment Data", on Menu PHA000 and PRESS "Enter".

Screen PHA01400 will be displayed and allow the user to select either SHOP-I or SHOP-II. After the user presses "Enter", Screen PHA01500 will be displayed.

On Screen PHA01500, enter the application SHOP numbers for the desired stored Payment Statements to be printed and PRESS "Enter". Screen PHA97000 will be displayed.

On Screen PHA97000, enter the:

- printer ID to be used
- number of copies to be printed.

After entries have been completed, PRESS "Enter". Screen PCE99910 will be displayed with the question, "Do you want to reprint this form? (Y or N)".

SHOP-II Pre-Payment Summary Report for Batch Payments

This is an example of the **SHOP-II** Pre-Payment Summary Report that will be printed **only** for SHOP-I payment recipients who now are eligible to receive a **SHOP-II** payment.

SHOP#	DATE TRANS	DATE PYMT	PROG.	NAME (Contact 1 st)	PCT		PIG RATE	PIG PYMT	HOG CNT	RATE	HOG PYMT	MAX SHOP-II	NET SHOP-I	NET SHOP-II
0001	9-9-99	9-9-99	SHOP-II	ESTER RABEL MILLY RABEL	50 50	333	3.60	1,198.80	666	10.00	6,660.00	5,000.00	2,500.00	2,500.00
0002	9-9-99	9-9-99	SHOP-II	TED BARBER JIM BARBER PHIL BARBER	33 33 34	213	3.60	766.80	370	10.00	3,700.00	4,466.80	2,233.40	2,233.40
Total Number of SHOP-II's: Total Maximum Amount of SHOP-II's: Total Net Amount of SHOP-II's:			2 \$9,466.80 \$4,733.40											
Total Net Amount of SHOP-II's: Total Pig Count: Total Hog Count: Total Head:				546 1036 1582										

SHOP-II Payment Statement for Batch Payments

This is an example of the **SHOP-II** Pre-Payment Summary Report that will be printed **only** for SHOP-I payment recipients who now are eligible to receive a **SHOP-II** payment.

Name & Address of C	ontact Producer	Progra	m St. &	Co. Codes		
William Boar RR 1 BOX 74 SOMETOWN, AK 33	3333-2222	SHO	P-II 2	28-083		
Small Hog Operation Paymor FSA-1042 filed by the produ						
Name of Hog Operation:						
SHOP-II Number:	00001					
Payment Year:	1999					
Payment Date:	09/09/99					
	Number of Head	Payment Rate	Paymer	Payment Amount		
Feeder Pigs	333	3.60	1,198.80			
Slaughter Hogs	666	10.00	6,66	50.00		
TOTAL	999		7,85	58.80		
MAXIMUM PYMT AMT MINUS SHOP-I PYMT AMT NET SHOP-II PYMT AMT			5,000.00 2,500.00 2,500.00			
PRODUCER		ID NUMBER	SHARE	SHOP-II AMT		
WILLIAM BOAR		222 22 2222	45 %	1,125.00		
BILLY GRIFFIN		777 77 7777	55 %	1,375.00		
		NAME & ADDI	RESS OF COU	NTY FSA OFFICE		
		Martindale County FSA Office Box 66, RD # 1 Martindale, AZ 99992-9987 Telephone No. (111) 692-8111				

SHOP-II Payment Statement for Real Time Payments

This is an example of the **SHOP-II Payment Statement** that will be printed for a "new" **SHOP-II** applicant.

Name & Address of C	ontact Producer	Prograr		o Codes		
William Boar RR 1 BOX 74 SOMETOWN, AK 33		C		-083		
Small Hog Operation Paymor FSA-1042 filed by the produ	icer(s) shown on this	form.	e	Ī		
	ration: Billy G's Oink Oink Farm					
SHOP-II Number:	00001					
Payment Year:	1999					
Payment Date:	09/09/99					
	Number of Head	Payment Rate	Paymer	at Amount		
Feeder Pigs	1111	3.60	,	3,999.60		
Slaughter Hogs	1115	10.00	11,1	11,150.00		
TOTAL	2226		15,149.60			
MAXIMUM PYMT			5,	000.00		
MINUS SHOP-I PYMT AMT NET SHOP-II PYMT AMT			0 5,000.00			
PRODUCER		ID NUMBER	SHARE	SHOP-II AMT		
WILLIAM BOAR		222 22 2222	45 %	2,250.00		
BILLY GRIFFIN		777 77 7777	55 %	2,750.00		
	NAME & ADDRESS OF COUNTY FSA OFFI Martindale County FSA Office Box 66, RD # 1 Martindale, AZ 99992-9987 Telephone No. (111) 692-8111					